A. INTRODUCTION
The Communities of Practice in Disability Advocacy for Mainstreaming (COPDAM) is a project spearheaded by the Secretariat of the African Decade of Persons with Disabilities (SADPD) with support from European Union (EU) and Christoffel Blinden Mission (CBM). The project is a continental disability policy implementation strategy that is aimed at building the capacity of national, regional and continental disability platforms to negotiate and advocate for disability mainstreaming in all sectors of government. It is to give technical support to improve the capacity of the African Union (AU) and national governments about how to include disability into their plans.

The objective of the COPDAM programme is to enable National Federations of DPOs (NFDPOs) such as the Lesotho National Federation of Organisations of Disabled (LNFOD) to effectively participate in policy formulation, implementation processes, campaigns and dialogues with the Regional Economic Commissions (RECS), governments and other development processes in Africa. One key envisaged result of COPDAM is the development of national disability mainstreaming plans for government ministries.

The Ministry of Social Development (MOSD) and LNFOD with the support of SADPD through the COPDAM project is aiming at developing a National Disability Mainstreaming Plan in Lesotho. LNFOD therefore seeks the services of a consultant to facilitate the development of the plan to be informed by stakeholders.

B. SCOPE
The scope of this assignment is to prepare a process for participatory planning for the development of National Disability Mainstreaming Plan (NDMP) by enabling DPOs, government and relevant non-state actors in Lesotho as active participants.

The NDMP and its programme will contribute to efforts by government, DPOs and other non-state actors to improve the quality of life of persons with disabilities in Lesotho.

C. OBJECTIVES AND DETAILED TERMS OF REFERENCE
The objective is:
To facilitate the development of a National Disability Mainstreaming Plan in Lesotho to be deliberated and adopted by stakeholders.

Specific Details Related to the Objective:
- Analyse the National Strategic Development Plan 2012/13 – 2016/17 identify/prepare disability indicators
- Hold consultations with working committee and representatives of stakeholders
- Hold focus group sessions with stakeholders
- Ensuring the disability indicators are set for all government Departments and Ministries
• Prepare the National Disability Mainstreaming Plan with budget

• Complete a Logical Framework Approach (LFA) Matrix, concise implementation plan and budget for each Department.

• Make presentation of the National Disability Mainstreaming Plan to stakeholders and finalize the NDMP after comments.

• Prepare a detailed report on process and outcomes related to the execution of this contract.

**METHODOLOGY AND REPORTING FORMAT**

• The consultant should propose a detailed methodology for implementing this work.

**Reporting Format**

• The Consultant will submit weekly update reports on the progress of assignment to the LNFOD and MOSD, through the COPDAM Country Coordinator.

• Documents to be submitted after thorough proof-reading and grammatical/spelling corrections.

**D. DELIVERABLES**

• A detailed work plan with clear timelines should be submitted to the LNFOD and MOSD for approval

• Weekly email updates/reports.

• National Disability Mainstreaming Plan with relevant appendices as described above

• LFA Matrix, budget and implementation plan.

**E. FORMAT OF THE NATIONAL DISABILITY MAINSTREAMING PLAN**

The format of the Plan will be mutually discussed with the consultant.

**F. REQUIRED PROFILE FOR CONSULTANTS**

• Tertiary qualification in Disability, Development or related field and over five years’ experience in working for DPOs/NGOs.

• Excellent knowledge of development planning using LFA methods and budgeting

• Good fundraising experience and knowledge

• Experience in the field of disability and diversity management will be an advantage

• Excellent writing and analytical skills; intuitive, creative, innovative, articulate and objective. Excellent interviewing and reporting skills.

• Programmes/projects management expertise within the African environment will be an added advantage.
G. TENDER REQUIREMENTS
1. All bidders should submit a detailed proposal and quotation (showing separately daily rate for fees, number of days tendered for each term of reference and administrative / ancillary costs)
2. Bidders’ proposals should provide the following information:
   a. Introduction (2 paragraphs)
   b. Technical Proposal related to all aspects of the tender (not more than 5 pages)
   c. Company and/or individual profiles and CVs for all key personnel to be utilised for this tender. Specify your internal capacity that will be utilised on this tender. (maximum 2 pages)
   d. Detailed Financial Proposal (maximum 2 pages)
   e. Implementation Plan that is aligned to timeframes assigned for this work (maximum 2 pages)
3. Bidders must demonstrate excellent skills in report writing, quality control, management of diversity and international relations, data analysis / presentation, desk research and good command of English.

H. TIME FRAMES
1. Deadline for submission of complete tenders is 4th September 2013
2. Submit weekly updates by Wednesday each week.
4. Presentation of National Disability Mainstreaming Plan to stakeholders by 8th November 2013

I. CONTACT
For any further information on these terms of reference, please contact the LNFOD EXECUTIVE DIRECTOR on
   Email: mafethem@lnfod.org.ls CC Nkhasi@lnfod.org.ls
   Telephone: +266 2230345
   Fax: +266 22326196
Address: Director LNFOD P.O box 9988 Maseru 100, no 22 Mabile road, Old Europa

G. Other Essential Information
1. Bidder must disclose any existing or potential conflict of interest with regard to this tender
2. The LNFOD reserves the right to negotiate terms and work arrangements based on the tenders submitted.
3. Terms of this tender may be revised to match the best fit that will secure results in a cost effective manner.

4. Qualified disabled persons, particularly women, are encouraged to bid and participate as principals in bids by consortia.

5. Very good communication skills within a diverse multicultural environment will assist you with this tender.

6. Note that LNFOD is not obliged to accept the lowest bidder.

7. LNFOD internal procurement procedures and rules will apply.

Please submit your proposal by email or courier to LNFOD offices by the above specified deadline.

Only short listed candidates will be contacted. If you do not receive any response from LNFOD by 20th September consider your tender as being unsuccessful.

END OF TERMS OF REFERENCE